

RECRUITMENT TIME TABLE

JOB #

C-3-07

JOB NAME:

Volunteer Svc. Coord.

Source/Activity

Phone

Fax

Response

Target
Completion/ Date

Internal Email

1-16-07

Job Line

1-19-07

GPB Web Site

1-16-07

✓ Idealist.org

1-22-07

✓ Opportunitynow.org

1-16-07

✓ PBS Connect

1-16-07

✓ CPB Website

1-16-07

Forchman Center.org

1-22-07

Close Date

1-29-07

Offer Request

Hire Date

From: Veronica Pemberton-Daniels
To: All GPB
Date: 1/16/2007 9:45 AM
Subject: Job Announcement C-3-07
Attachments: Volunteer Services Coordinator 2007.DOC

Please distribute the attached job announcement to interested applicants and employees.

The closing date is January 29, 2007.

Reference Job # C-3-07.

Thank You.

From: Stacey Wiggins
To: Mel Jones; NaKeisha Payton; Veronica Pemberton-Daniels
Date: 1/16/2007 10:11 AM
Subject: Advertising the Volunteer Svcs. Coord. Job

Hi There,

I don't think its worth the \$\$ to put it in Current. I suggest the following:

Idealist.org
Opportunitynocs.org
PBS Connect
CPB website
Foundationcenter.org

I think that should give us enough of a net to catch the right candidates. I also defer to your expertise...I'm not sure about the AJC....your call on that.

Thanks!

sw

C-3-07

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PRINT-FRIENDLY VERSION

Invoice Number 154051 Print

Posted January 22, 2007 by Nakiesha

GPB -Georgia Public Broadcasting
260 14th Street NWAtlanta Georgia 30318
Attn: Nakiesha M. Payton HR Generalist
Phone: 404-685-2634

Type	Name	Quantity	Price
Job	Volunteer Service Coordinator	1	\$50.00
Total due			\$50

Visit us at: www.ideal.org

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Review Job Listing

Please review your entry. CPB is not responsible for the accuracy of the information in the job announcements or for any aspect of the hiring process for non-CPB job announcements.

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Volunteer Service Coordinator Georgia Public Broadcasting

Job Announcement

Volunteer Services Coordinator

Candidate Qualifications:

- Bachelor's degree in public relations, communications, social sciences, marketing, business administration, or related fields.
- Strong written and oral communication and organizational skills required.
- Knowledge of customer service principles

Position Summary

Job Status

Full time

Date Posted

January 16, 2007

Deadline

January 29, 2007

Location

Atlanta, Georgia

Web Site

<http://www.gpb.org>

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and experience a must.

- Working knowledge of computer applications such as word processing, publishing packages and spreadsheets.
- Maximum flexibility regarding work schedule required.
- Multi-tasking proficiency a must.

Job Responsibilities Include:

- Under limited supervision, coordinates volunteer resources for Georgia Public Broadcasting.
- Plans, implements and evaluates volunteer services.
- Performs public relations and/or fund-raising activities.
- Conducts an assessment of the agency's needs to determine how volunteer resources can be used most effectively.
- Recruits, screens, trains and places volunteers.
- Supervises, evaluates and recognizes volunteers.
- Solicits donations from individuals and organizations in the community.

broadcasting and affiliates to submit job listings pertaining to public broadcasting only.

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- Develops policies, objectives and budgets for the volunteer program.
- Maintains appropriate documentation and compiles requested reports.
- Performs public relations activities to increase community awareness of and participation in agency services.
- Must develop and maintain positive interpersonal relationships with staff, volunteers and community partners.
- Develops and maintains a volunteer recognition program.

We Offer:

- Paid holidays, vacation and sick leave, retirement plans.
- Pre-tax benefits for health, dental, visual, life and accidental insurance
- Health and child care spending accounts and disability insurance
- Opportunities for training and professional development

To Apply:

Send resume, letter of interest, and three references.

Submit application materials by: January 29,
2007

Salary Is Commensurate With Experience.

THIS JOB REQUIRES FREQUENT WEEKEND
AND EVENING WORK.

SOME TRAVEL IS REQUIRED.

Email Resume to jobs@gpb.org or Mail
Resume to Human Resources Office,

260 14th Street, NW, Atlanta, Georgia 30318

Georgia Public Broadcasting is an Equal
Opportunity Employer.

DATED POSTED: January 16, 2007

RECRUITMENT NUMBER: C-3-07

Send application materials to:

jobs@gpb.org

Email

npayton@gpb.org

Welcome

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Topic



New Topic



Prev Topic

Author

Message

Nakiesha Payton

Subject: Volunteer Service Coordinator C-3-07

Total Messages 1

Job Announcement

Volunteer Services Coordinator

Candidate Qualifications:

- Bachelor's degree in public relations, communications, social sciences, marketing, business administration, or related fields.
- Strong written and oral communication and organizational skills required.
- Knowledge of customer service principles and experience a must.
- Working knowledge of computer applications such as word processing, publishing packages and spreadsheets.
- **Maximum flexibility regarding work schedule required.**
- Multi-tasking proficiency a must.

Job Responsibilities Include:

- Under limited supervision, coordinates volunteer resources for Georgia Public Broadcasting.
- Plans, implements and evaluates volunteer services.
- Performs public relations and/or fund-raising activities.
- Conducts an assessment of the agency's needs to determine how volunteer resources can be used most effectively.
- Recruits, screens, trains and places volunteers.
- Supervises, evaluates and recognizes volunteers.
- Solicits donations from individuals and organizations in the community.
- Develops policies, objectives and budgets for the volunteer program.
- Maintains appropriate documentation and compiles requested reports.
- Performs public relations activities to increase community awareness of and participation in agency services.
- Must develop and maintain positive interpersonal relationships with staff, volunteers and community partners.
- Develops and maintains a volunteer recognition program.

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Office,

260 14th Street, NW, Atlanta, Georgia 30318

Georgia Public Broadcasting is an Equal Opportunity Employer.


DATED POSTED: January 16, 2007
RECRUITMENT NUMBER: C-3-07



Posted: 16 Jan 2007 04:17 PM

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Georgia Public Broadcasting - Nakiesha Payl

Jobs Manager

Hello, Nakiesha. Welcome to your jobs manager. Here you can create and modify all of your job

NOTE: It may take up to an hour for job to appear using keyword search.[Create Job](#)[Job Act](#)

Jobs (4)

Job ID	Job Code	Job Title	Completion Status	Revised	Expires	Act
1631		On-Air Fundraising Manager C-14-05	Complete	7/20/2005	8/19/2005	
5409		Marketing Manager C-6-06	Complete	3/13/2006	4/12/2006	
6711	Member & Aud. Svc. Assoc.	Member & Audience Service Associate C-15-06	Complete	5/22/2006	6/21/2006	
11006		Volunteer Service Coordinator C-3-07	Complete	1/16/2007	2/15/2007	

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Volunteer Service Coordinator C-3-07

Georgia Public
Broadcasting

Atlanta GA
30318 USA

Full
Time

[Details](#) | [Locations](#) | [Contact](#)

Job Description:

Job Announcement

Volunteer Services Coordinator

Candidate Qualifications:

- Bachelor's degree in public relations, communications, social sciences, marketing, business administration, or related fields.
- Strong written and oral communication and organizational skills required.
- Knowledge of customer service principles and experience a must.
- Working knowledge of computer applications such as word processing, publishing packages and spreadsheets.
- Maximum flexibility regarding work schedule required.
- Multi-tasking proficiency a must.

Job Responsibilities Include:

- Under limited supervision, coordinates volunteer resources for Georgia Public Broadcasting.
- Plans, implements and evaluates volunteer services.
- Performs public relations and/or fund-raising activities.
- Conducts an assessment of the agency's needs to determine how volunteer resources can be used most effectively.
- Recruits, screens, trains and places volunteers.
- Supervises, evaluates and recognizes volunteers.
- Solicits donations from individuals and organizations in the community.
- Develops policies, objectives and budgets for the volunteer program.
- Maintains appropriate documentation and compiles requested reports.
- Performs public relations activities to increase community awareness of and participation in agency services.
- Must develop and maintain positive interpersonal relationships with staff, volunteers and community partners.
- Develops and maintains a volunteer recognition program.

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- Pre-tax benefits for health, dental, visual, life and accidental insurance
- Health and child care spending accounts and disability insurance
- Opportunities for training and professional development

To Apply:

Send resume, letter of interest, and three references.

Submit application materials by: January 29, 2007

Salary Is Commensurate With Experience.

THIS JOB REQUIRES FREQUENT WEEKEND AND EVENING WORK.

SOME TRAVEL IS REQUIRED.

Email Resume to jobs@gpb.org or Mail Resume to Human Resources Office,
260 14th Street, NW, Atlanta, Georgia 30318

Georgia Public Broadcasting is an Equal Opportunity Employer.

DATED POSTED: January 16, 2007 RECRUITMENT NUMBER: C-3-07

Job Details: [GO TOP](#)

Categories: Foundation/Grant-making/Philanthropy/Voluntarism

Locations: [GO TOP](#)

City State Postal Country

Code
Atlanta GA 30318 USA

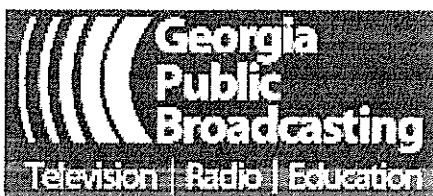
▼ **Contact Information:** [GO TOP](#)

Contact Name: Nakiesha Payton
Email: jobs@gpb.org (email not displayed for job seeker)
Phone: 404-685-2634
Fax: 404-685-2403

Refresh

Print

Close



Job Announcement

Human Resources Manager

Candidate Qualifications:

- BA degree and five (5) years' as an HR Generalist, Specialist or Manager.
- SPHR or IPMA-CS certification preferred.
- PeopleSoft experience on human resources and payroll module required.
- Proficiency in Word, Power Point and Access. Working knowledge of Excel.
- Experience in human resources planning, development, and providing functional guidance for administrative support needs.
- Demonstrated ability at effectively handling multiple tasks and deliverables with organizational wide impact.

Job Responsibilities Include:

- Manages a variety of programs and activities such as Worker's Compensation, Work-Life Balance, Employee Recognition and employee events.
- Develops, administers and recommends various HR plans and procedures; participates in developing goals, objectives, and HR systems; writes and implements personnel policies and procedures; manages benefits administration; maintains affirmative action program; files EEO reports to the FCC.
- Manages and maintains the employee performance management program, analyzes compensation program; conducts annual salary surveys, and writes and revises job descriptions as necessary.
- Conducts new-employee orientations, completes and processes personnel records for new employees; sets up new employee files and conducts exit interviews.
- Monitors employee training and development, employee relations and outplacement counseling.
- Conducts recruitment efforts to include, writing and placing advertisements, screening and evaluating resumes, negotiating and extending employment offers, and securing temporary help for divisions.
- Establishes, maintains and evaluates department records and reports; audits reports to identify and correct discrepancies as needed.
- Coordinates incoming court orders, levies, income deduction orders to ensure timely implementation of required payroll deductions.

We Offer:

Paid holidays, vacation and sick leave, retirement plans, Pre-tax benefits for health, dental, visual, life and accidental insurance, Health and child care spending accounts, Disability insurance and opportunities for training and professional development.

SALARY IS DEPENDENT UPON EXPERIENCE.

DEADLINE: March 9, 2007.

TO APPLY: Send or Email Resume, Letter of Interest, and Three Work Related References to jobs@gpb.org or Ga. Public Broadcasting, ATTN: HR Office, 260 14th Street, NW, Atlanta, Ga. 30318.
GPB is an Equal Opportunity Employer.

DATED POSTED: February 21, 2007

RECRUITMENT NUMBER: C-4-07

RECRUITMENT TIME TABLE

JOB #

C-4-07

JOB NAME:

HR Manager

Source/Activity

Phone

Fax

Response

Target
Completion/ Date

Internal Email

2-21-07

Job Line

GPB Web Site

2-22-07

The Job Site

2-23-07

AJC.com

Close Date

3-9-07

Offer Request

Hire Date



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Job Details

Recruiter: Nakiesha Payton

10:53:58 AM

Friday, February 23, 2007

Session Time Left: 19:53

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Oops! I need to make a correction...



GA Public Telecommunications Commission



Human Resources Manager (16024)



Requisition Number: (TO BE ASSIGNED)

County of Vacancy: Fulton

Functional Area: Personnel Administration

Recruitment Period: 2/23/2007 - 3/9/2007

Number of Openings: 1

Shift: First

Screening Type: Resume Review

Statewide job statistics for job code 16024...

Annual Salary Minimum: N/A

Annual Salary Maximum: N/A

Salary Details: SALARY IS DEPENDENT UPON EXPERIENCE

Duties & Responsibilities: Manages a variety of programs and activities such as Worker's Compensation, Work-Life Balance, Employee Recognition and employee events.

Develops, administers and recommends various HR plans and procedures; participates in developing goals, objectives, and HR systems; writes and implements personnel policies and procedures; manages benefits administration; maintains affirmative action program; files EEO reports to the FCC.

Manages and maintains the employee performance management program, analyzes compensation program; conducts annual salary surveys, and writes and revises job descriptions as necessary.

Conducts new-employee orientations, completes and processes personnel records for new employees; sets up new employee files and conducts exit interviews.

Monitors employee training and development, employee relations and outplacement counseling.

Conducts recruitment efforts to include, writing and placing advertisements, screening and evaluating resumes, negotiating and extending employment offers, and securing temporary help for divisions.

Establishes, maintains and evaluates department records and reports; audits reports to identify and correct discrepancies as needed.

Coordinates incoming court orders, levies, income deduction orders to ensure timely implementation of required payroll deductions.

Minimum Training & Experience: BA degree and five (5) years' as an HR Generalist, Specialist or Manager.

SPHR or IPMA-CS certification preferred.
PeopleSoft experience on human resources and payroll module required.
Proficiency in Word, Power Point and Access. Working knowledge of Excel.
Experience in human resources planning, development, and providing functional guidance for administrative support needs.
Demonstrated ability at effectively handling multiple tasks and deliverables with organizational wide impact.

Exam & Evaluation Information: NA

Additional Information: Paid holidays, vacation and sick leave, retirement plans, Pre-tax benefits for health, dental, visual, life and accidental insurance, Health and child care spending accounts, Disability insurance and opportunities for training and professional development.

TO APPLY: Send or Email Resume, Letter of Interest, and Three Work Related References to jobs@gpb.org
or Ga. Public Broadcasting, ATTN: HR Office, 260 14th Street, NW, Atlanta, Ga. 30318.
GPB is an Equal Opportunity Employer.

For more information about this job contact:*

jobs@gpb.org
<http://www.gpb.org>

*Note: This contact may be able to provide answers to specific questions you have about this job posting. However, **DO NOT** e-mail or submit your application/resume to this contact unless directed otherwise in the "Additional Information" section above.

To apply for this job, click here -->





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Transaction Information

Job ID: 43404

Job Title: Human Resources

Purchase Date: 02/27/07

Expiration Date: 03/04/07

Payment Information

The Credit Card below will be charged \$ 458.66

Name on Credit Card: Nakiesha M. Payton

Type of Card: VISA

Credit Card Number: XXXXXXXXXXXXX4372

Expiration Date: 05/08

Billing Address: 260 14th Street NW

City: Atlanta

State: Georgia

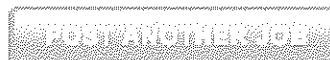
Zip: 30318

Country: United States

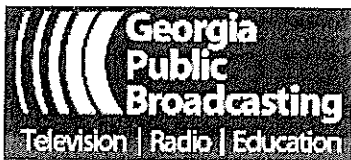
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Job Announcement

Senior Network Engineer

Candidate Qualifications:

- Bachelor's Degree in Computer Science or related field required.
- Five years of experience in advanced level network engineering and support.
- Advanced level experience in LAN/WAN management, configuration management, protocol, performance, TCP/IP, IPX/SPX, HTTP, SMTP, BIND, 802.11, Ethernet, Fast Ethernet, ATM, ISDN, LAN, Novell, Netware, Suse, Windows 2000/2003, Windows NT, UNIX, routers, switches, protocols, security and VPN.
- Knowledge of Novell GroupWise, Zenworks, Console 1, iManager, IPrint, IPSO, and Checkpoint.
- Certification required in one or more of these applications: MCSE, MCSA, CNE, or CNA.
- Required to resolve technical issues associated with network and routing protocols at all levels of the OSI model through the use of diagnostics and network administration tools.
- Knowledge of broadcast technology a plus, including Avid, Enco, Harris Automation, Protrack, Unity, Chryon, SGI playout servers, ADIC storage system and Masstech Asset Manager.
- Experience supervising employees desirable.

Job Responsibilities Include:

- Senior Network Engineer identifies and resolves larger, more complex LAN/WAN network problems and issues, researches network-level problems using network management tools and is responsible for providing high-level installation, configuration, management and troubleshooting of LAN/WAN communication equipment.
- Serves as the main point of contact for network issues, configuration management and communications interconnection, addressing, and multi-protocol routing and network management.
- Advises and consults with staff, other state agencies and contractor representatives involved with LAN/WAN design, network implementation and network management to ensure the LAN/WAN adequately supports the organizations mission and provides optimal performance.
- Responsible for the increasing levels of LAN/WAN security in maintaining the LAN/WAN barrier systems responsible for preventing unauthorized access to systems. Must be capable of establishing and configuring network firewalls, VPN devices.
- Plans and implements installation, maintenance, configuration and repair of network hardware, including communications and file servers, workstations and laptops, LAN printers, security firewalls, and associated connectors, including hubs, switches, concentrators, bridges, interfacing, and routers.
- Maintains current knowledge of relevant hardware and software applications as assigned and stays abreast and does research on current and future technologies.
- Establishes network policies and procedures regarding access methods and time, security validation checks, and documentation.
- Maintains fault-tolerant systems and manages system backups.
- Provides advanced level technical support and training to Helpdesk staff.
- Studies and projects network support resource requirements, including personnel, software, equipment, and facilities and makes recommendations to management.

We Offer: Paid holidays, vacation and sick leave, retirement plans, pre-tax benefits for health, dental, visual, life and accidental insurance, Health and child care spending accounts, disability insurance and opportunities for training and professional development.

SALARY IS DEPENDENT UPON EXPERIENCE.

TO APPLY: Send or Email Resume, Letter of Interest, and Three Work Related References.

DEADLINE: March 23, 2007. Send application package to jobs@gpb.org or Ga. Public Broadcasting, ATTN: HR Office, 260 14th Street, NW, Atlanta, Ga. 30318. GPB is an Equal Opportunity Employer.

DATED POSTED: March 8, 2007

RECRUITMENT NUMBER: C-5-07

RECRUITMENT TIME TABLE

JOB #

C-5-07

JOB NAME:

Se. Network Engineer

Source/Activity

Phone

Fax

Response

Target
Completion/ Date

Internal Email

Job Line

GPB Web Site

Career builder

3/8/07

computer jobs

3/8/07

Close Date

Offer Request

Hire Date

From: Veronica Pemberton-Daniels
To: All GPB
Date: 3/8/2007 9:17 AM
Subject: Job Announcement
Attachments: Senior Network Engineer 2007 JA.doc

Please distribute the attached job announcement **C-5-07 - Senior Network Engineer** to interested applicants and employees.

The Closing Date for this job is **March 23, 2007**.

Thank You.

Veronica Pemberton Daniels
Georgia Public Broadcasting
Human Resources Specialist
Phone: 404-685-2663
Fax: 404-685-2403
Email: vdaniels@gpb.org
Website: www.gpb.org

From: Shelly-Ann D'Cunha
To: Pemberton-Daniels, Veronica
CC: Payton, NaKiesha
Date: 3/8/2007 3:16 PM
Subject: Fwd: Job Announcement
Attachments: Job Announcement

Hi Veronica,
The job has been posted.
Thanks,
Shelly-Ann
Web Team

From: Veronica Pemberton-Daniels
To: All GPB
Date: 3/8/2007 9:17 AM
Subject: Job Announcement
Attachments: Senior Network Engineer 2007 JA.doc

Please distribute the attached job announcement **C-5-07 - Senior Network Engineer** to interested applicants and employees.

The Closing Date for this job is **March 23, 2007**.

Thank You.

Veronica Pemberton Daniels
Georgia Public Broadcasting
Human Resources Specialist
Phone: 404-685-2663
Fax: 404-685-2403
Email: vdaniels@gpb.org
Website: www.gpb.org



Job Announcement

Senior Network Engineer

Candidate Qualifications:

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- Five years of experience in advanced level network engineering and support.
- Advanced level experience in LAN/WAN management, configuration management, protocol, performance, TCP/IP, IPX/SPX, HTTP, SMTP, BIND, 802.11, Ethernet, Fast Ethernet, ATM, ISDN, LAN, Novell, Netware, Suse, Windows 2000/2003, Windows NT, UNIX, routers, switches, protocols, security and VPN.
- Knowledge of Novell GroupWise, Zenworks, Console 1, iManager, IPrint, IPSO, and Checkpoint.
- Certification required in one or more of these applications: MCSE, MCSA, CNE, or CNA.
- Required to resolve technical issues associated with network and routing protocols at all levels of the OSI model through the use of diagnostics and network administration tools.
- Knowledge of broadcast technology a plus, including Avid, Enco, Harris Automation, Protrack, Unity, Chryon, SGI playout servers, ADIC storage system and Masstech Asset Manager.
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- Responsible for the increasing levels of LAN/WAN security in maintaining the LAN/WAN barrier systems responsible for preventing unauthorized access to systems. Must be capable of establishing and configuring network firewalls, VPN devices.
- Plans and implements installation, maintenance, configuration and repair of network hardware, including communications and file servers, workstations and laptops, LAN printers, security firewalls, and associated connectors, including hubs, switches, concentrators, bridges, interfacing, and routers.
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- Establishes network policies and procedures regarding access methods and time, security validation checks, and documentation.
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- Provides advanced level technical support and training to Helpdesk staff.
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DATED POSTED: March 8, 2007

RECRUITMENT NUMBER: C-5-07

NaKiesha Payton - Re: Sr. Network Engineer C-5-07

From: Debra Gilbert
To: Payton, NaKiesha
Date: 3/8/2007 10:43 AM
Subject: Re: Sr. Network Engineer C-5-07

Nakiesha, as per our conversation, I would like to post this on careerbuilder.com and atlantajobs.com

Debra

>>>

From: NaKiesha Payton
To: Gilbert, Debra
Date: 3/8/2007 10:08 AM
Subject: Sr. Network Engineer C-5-07

Hey Debra,

Do you have any websites or newspapers that you would like the Sr. Network Engineer position posted. In the past, we have posted positions in the technology industry on Monster.com which sends the announcement to all of the colleges and universities in the state of Georgia.

Just let me know and I will post the position ASAP.

Thanks, Nakiesha

Nakiesha M. Payton
Human Resources Generalist
Georgia Public Broadcasting
260 14th Street N.W.
Atlanta, GA 30318
phone:404-685-2634
fax:404-685-2403

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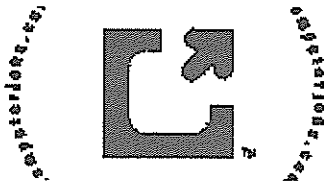
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Product Description	Quantity	Cost
1 Priority Job Listing (Post Now)	1	\$0.00
Total Charge		\$0.00

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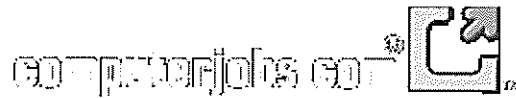
Your Order: Printable receipt

Service	Description	
Job Posting	Title: Senior Network Engineer	\$34
	Job run length: 4 week(s)	
	Expiration date: Thursday April 5, 2007	
	Location: Atlanta	

What do I do now?

- Find the perfect candidate for your job(s): Run a resume search
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Your Order:

Service	Description	Price
<input type="checkbox"/> Job Posting	Title: Senior Network Engineer Job run length: 4 week(s) Expiration date: Thursday April 5, 2007 Location: Atlanta	\$350.00

[remove](#)
Subtotal: \$350.00

Total amount due: \$350.00

(Prices are in U.S. dollars)

Want to pay by check?

 See our [Payment Alternatives](#) Page.

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Georgia Public Broadcasting

AAT Client Georgia
 Public Broadcasting
 Username:
npayton@gpb.org

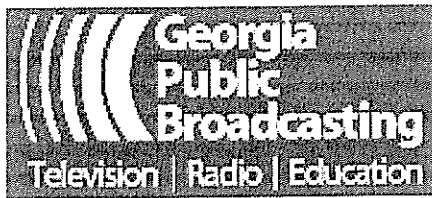
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Job Announcement

Account Executive

"Atlanta, Georgia"

Candidate Qualifications:

- A college degree in sales/marketing, business or related field is preferred.
- At least five years of experience in media sales, advertising, fund raising, marketing, or a combination of experience that includes one or more of the above disciplines.
- Strong affinity for Public Broadcasting.
- Actively involved with people and organizations in the Atlanta area.
- Highly motivated self-starter familiar with Atlanta businesses and organizations who can benefit from an underwriting partnership with GPB.

Job Responsibilities Include:

- Pursue underwriting opportunities in the Atlanta area and on a statewide basis for the acquisition and production of television and radio programming.
- Identify prospects, meet with them, and solicit corporate underwriting for support.
- Make presentations to existing and potential clients.
- Provide account management for corporate underwriters.
- Collaborate with promotion staff to develop and produce underwriting spots.

We Offer:

- Paid holidays, vacation and sick leave, retirement plans
- Pre-tax benefits for health, dental, visual, life and accidental insurance
- Health and child care spending accounts and disability insurance
- Opportunities for training and professional development

To Apply:

- Send resume, letter of interest, and three references.
- Submit application materials by: **Open Until Filled.**

Compensation:

- This is a full time position that will be paid through a combination of base salary and commission.

Email Resume to jobs@gpb.org or Mail Resume to Human Resources Office,
260 14th Street, NW, Atlanta, Georgia 30318
Georgia Public Broadcasting is an Equal Opportunity Employer.

DATED POSTED: March 14, 2007

RECRUITMENT NUMBER: C-6-07

RECRUITMENT TIME TABLE

JOB #

C-6-07

JOB NAME:

Acct. Exec. Atlanta Office

Source/Activity

Phone

Fax

Response

Target
Completion/ Date

Internal Email

3-14-07

Job Line

GPB Web Site

3-14-07

NAB

3-15-07

AJC

3-16-07

Atl Daily World

3-16-07

Opp. Knocks

3-16-07

GAB

3-15-07

* Atl Bus. Chronicle

3-16-07

Monster

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CPB

3-16-07

Close Date OUF

Offer Request

Hire Date



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Transaction Information

Job ID: 43939

Job Title: Sales

Purchase Date: 03/19/07

Expiration Date: 03/25/07

Payment Information

The Credit Card below will be charged \$ 593.56

Name on Credit Card: Nakiesha M. Payton

Type of Card: VISA

Credit Card Number: XXXXXXXXXXXXX4372

Expiration Date: 05/08

Billing Address: 260 14th Street NW

City: Atlanta

State: Georgia

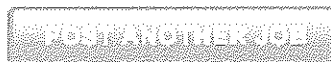
Zip: 30318

Country: United States

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Transaction Information

Job Title: Sales

Transaction Type: Basic Print Package (Sun)

Price: \$593.56

Purchase Date: 03/19/07

Expiration Date: 03/25/07

Payment Method

Name on Credit Card: Nakiesha M. Payton

Type of Card: VISA

Credit Card Number: XXXXXXXXXXXXX4372

Expiration Date: 05/08

Billing Address: 260 14th Street NW

City: Atlanta

State: Georgia

Zip: 30318

Country: United States

Purchase

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3/18/07

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Transaction Information

Job ID: 43885

Job Title: Accounting

Purchase Date: 03/16/07

Expiration Date: 03/18/07

C. 6-07

Payment Information

The Credit Card below will be charged \$ 431.68

Name on Credit Card: Nakiesha M. Payton

Type of Card: VISA

Credit Card Number: XXXXXXXXXXXXX4372

Expiration Date: 05/08

Billing Address: 260 14th Street NW

City: Atlanta

State: Georgia

Zip: 30318

Country: United States

Spoke w/

Tony & King

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NaKiesha Payton - Your Atlanta Journal-Constitution ad has been received!

From:**To:****Date:** 3/16/2007 1:13 PM**Subject:** Your Atlanta Journal-Constitution ad has been received!

☐ ajcjobs.com - where atlanta goes to work

To ensure delivery of your email from
ajcjobs,
please add "ajcjobs@ajc.com" to your
address book.

Dear npayton2006,

ajcjobs is at work for you! The job posting you submitted will appear in the ajcjobs section of the Atlanta Journal-Constitution on the date you requested.

ajcjobs and ajcjobs.com delivers 3x more qualified, local candidates than any other national site.* Reach even more qualified Atlanta job seekers with your next job posting with an ajcjobs.com Total Reach combo package, just \$549 for online, in print and on ajcjobs kiosks.

Need to post another job? Go to ajcjobs.com and click on Employer Login to gain access to your account management tool. If you have questions about this job posting, please call 404-526-2570.

Please print and save this email for future reference.

Thank you for using ajcjobs.com. Where Atlanta goes to work.

Sincerely,

ajcjobs.com
72 Marietta St., N.W., Atlanta, GA 30303
A service of The Atlanta Journal-Constitution

* 2002 Gallup Poll of Media Usage



NaKiesha Payton - Accounting Ad Proof

From: Tonya King
To:
Date: 3/19/2007 9:53 AM
Subject: Accounting Ad Proof

Nakiesha:

Thank you for choosing ajcjobs.com for your employment needs. Here is a copy of your print ad proof for the advertisement that ran in the Jobs section on Sunday, March 18, 2007. If you have any other questions or concerns, please contact Customer Service at 404-526-2570.

Thank you!

http://mainframe/adv/javacap/prod/proofs/898517017.V0005.DQ_.pdf - Microsoft Internet Explorer

File Edit View Favorites Tools Address http://mainframe/adv/javacap/prod/proofs/898517017.V0005.DQ_.pdf

Back Search Favorites 117%

CLASSIFIED DQ -PROOF {PROD E

Requested By TONYA D KING Request Date: 03/19/2007

Ad: 8985-17017 v 0005 Class: 00110-0000 Adtype: NORMAL AD Start Date: 03/18/2007

Text Depth: 1.15 in. 83.2 pts. Width: 78.0 pts. Lines: 16 Cust.: AJC POST-A-JOB

ACCOUNTING Ga. Public Broadcasting has an immediate opening for an Acct. Exec. in Atl. GA. This is a full time pos. that will be paid through a combination of base salary and commission. For details please visit www.gpb.org Exp. Benefits. Applicants forward resume, letter of interest, and three references to: H.R. Office, GA Public Broadcasting, 250 14th Street, NW Atl. GA 30318-5300 Or jobs@gpb.org RECRUITMENT NUMBER: C-6-07

Should have been in Sales

8.5 x 11 in

1 of 1

Done

start Tonya King Search Trans... Windows Me... (1 unread) Y... Cox Mainfra...

C-6-07
NAB

Order Acknowledgement for Purchase No.10006203

Please print this document for your records.

Order Placed at 03/15/2007

By Nakiesha Payton

Billing Address

Shipping Address

260 14th Street NW
Atlanta GA 30318

Qty.	Product	Price	Total
1	Account Executive listing per month SKU:JOB1	\$0.00	\$0.00
Subtotal:			\$0.00
Shipping (Not Required):			\$0.00
Total:			\$0.00

Payment Information

Payment Type: Not Required

Thank you for your order. You should receive an email confirmation shortly.

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C-6-07 NAB

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Item Description

Account Executive listing per month

Q1

1

Shipping (No Shipping)

Grand Total

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Nakiesha Payton
260 14th Street NW
Atlanta GA 30318

[Your Shipping Address](#)

Nakiesha Pay

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NABEF 1771 N Street, NW Washington, DC 20036 Phone: 202-429-5300 Fax: 202-429-4199 E-mail: [info@nabef.org](#)

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Tonya D. King
Customer Service Coordinator



The Atlanta Journal-Constitution

72 Marietta Street NW
Atlanta Georgia 30303

404-526-2573 - Direct Line

404-526-2550 - Fax

tdking@ajc.com - E mail

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Job Details

sort: title / code

Posted Date / Expiration Date

sort: Posted

1. Account Executive C-6-07 (Atlanta Office) C-6-07	3/16/2007 5/15/2007	Deactivate	Repost	Edit	Delete
Number of views by candidates: 0	Remaining days on this posting: 59				
Applications submitted: 0					

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Account Executive (Atlanta GA.)

Georgia Public
Broadcasting

Atlanta GA 30318
USA

Full
Time

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Job Description:

Job Announcement

Account Executive
"Atlanta, Georgia"

Candidate Qualifications:

- A college degree in sales/marketing, business or related field is preferred.
- At least five years of experience in media sales, advertising, fund raising, marketing, or a combination of experience that includes one or more of the above disciplines.
- Strong affinity for Public Broadcasting.
- Actively involved with people and organizations in the Atlanta area.
- Highly motivated self-starter familiar with Atlanta businesses and organizations who can benefit from an underwriting partnership with GPB.

Job Responsibilities Include:

- Pursue underwriting opportunities in the Atlanta area and on a statewide basis for the acquisition and production of television and radio programming.
- Identify prospects, meet with them, and solicit corporate underwriting for support.
- Make presentations to existing and potential clients.
- Provide account management for corporate underwriters.
- Collaborate with promotion staff to develop and produce underwriting spots.

We Offer:

- Paid holidays, vacation and sick leave, retirement plans
- Pre-tax benefits for health, dental, visual, life and accidental insurance
- Health and child care spending accounts and disability insurance
- Opportunities for training and professional development

To Apply:

- Send resume, letter of interest, and three references.
- Submit application materials by: Open Until Filled.

Compensation:

- This is a full time position that will be paid through a combination of base salary and commission.

Email Resume to jobs@gpb.org or Mail Resume to Human Resources Office,
260 14th Street, NW, Atlanta, Georgia 30318
Georgia Public Broadcasting is an Equal Opportunity Employer.

DATED POSTED: March 14, 2007 RECRUITMENT NUMBER: C-6-07

Job Details: [GO TOP](#)

Categories: Foundation/Grant-making/Philanthropy/Voluntarism, Government, Accounting - Finance
Travel Required: 30% of the time
Experience Required: 5 yrs
Preferred Major: sales/marketing, business
Preferred Degree: Bachelors

Locations: [GO TOP](#)

City	State	Postal Code	Country
Atlanta	GA	30318	USA

Contact Information: [GO TOP](#)

Contact Name: Nakiesha Payton

Email: jobs@gpb.org (email not displayed for job seeker)

Phone: 404-685-2634

Fax: 404-685-2403

Website: <http://www.gpb.org>

Job Code: C-6-07

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Account Executive (Atlanta, GA)

Georgia Public Broadcasting

C-6-07

Atlanta, Georgia

Candidate Qualifications:

A college degree in sales/marketing, business or related field is preferred.

At least five years of experience in media sales, advertising, fund raising, marketing, or a combination of experience that includes one or more of the above disciplines.

Strong affinity for Public Broadcasting.

Actively involved with people and organizations in the Atlanta area.

Highly motivated self-starter familiar with Atlanta businesses and organizations who can benefit from an underwriting partnership with GPB.

Job Responsibilities Include:

Pursue underwriting opportunities in the Atlanta area and on a statewide basis for the acquisition and production of television and radio programming.

Position Summary

Job Category

Fundraising/Promotion/Membership

Job Status

Full time

Date Posted

March 16, 2007

Deadline

Open Until Filled

Location

Atlanta, Georgia

Web Site

<http://www.gpb.org>

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Identify prospects, meet with them, and solicit corporate underwriting for support.

Make presentations to existing and potential clients.

Provide account management for corporate underwriters.

Collaborate with promotion staff to develop and produce underwriting spots.

We Offer:

Paid holidays, vacation and sick leave, retirement plans

Pre-tax benefits for health, dental, visual, life and accidental insurance

Health and child care spending accounts and disability insurance

Opportunities for training and professional development

To Apply:

Send resume, letter of interest, and three references.

Submit application materials by: Open Until Filled.

Compensation:

This is a full time position that will be paid through a combination of base salary and

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commission.

Email Resume to jobs@gpb.org or Mail
Resume to Human Resources Office,

260 14th Street, NW, Atlanta, Georgia 30318

Georgia Public Broadcasting is an Equal
Opportunity Employer.

DATED POSTED: March 14, 2007

RECRUITMENT NUMBER: C-6-07

Send application materials to:

jobs@gpb.org

Email

npayton@gpb.org

Fax

404-685-2403

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ACCOUNTING
ACCOUNTANT/PURCHASING
KITCHEN SHOWROOM IN NORCROSS SEEKS ENTRY LEVEL ACCOUNTANT FOR PURCHASING AND MISCELLANEOUS DUTIES. EXC BEN. NON-SMOKING OFFICE. SEND RESUME TO: CSI 8527 JIMMY CARTER BLVD #C2 NORCROSS, GA 30071 OR FAX TO 770-582-1177. EOE. cactg2007@yahoo.com

ACCOUNTING ACCOUNTING ASSISTANT

Newell Recycling is seeking a FT Accounting Asst for Doraville office Monday-Friday Flexible. Sat. Hourly rate \$12-\$13. Knowledge in Excel. nqunlones@newellrecycling.com

ACCOUNTING
Accounting Manager
Acct. Mgr. for month end close, Audit, Payroll. Req: 5+ years, 2+ yrs mgmt. exp. Nonprofit and Real Estate pref. BA in Acct. CPA a plus. Send to: CFO, 235 Pines St. NE, Ste 2000-2011, Atlanta, GA 30303 scarey@andpl.org

ACCOUNTING Accounts Payable Clerk

Republic National Cabinet Corporation, a leading manufacturer of Kitchen and Bath Cabinets has an excellent career opportunity for an experienced Accounts Payable Clerk. Responsibilities will include processing invoices for payment, coding, data entry, research, reconciliation, vendor communications, and assisting the Accounts Payable Manager with related A/P projects. The successful candidate will be a quick starter with excellent organizational, administrative, financial, and written communication skills and 2-3 years Accounts Payable experience. Competitive salary with excellent benefits including medical, dental, life, vacation, holiday, sick leave, FSA, and 401K. Please email resume to: mccjacks@republicnc.com or fax to 770-730-0519

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Isolation, or a closely related field and three years of professional level accounting experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed below. Annual salary: \$24,910 plus excellent benefits. To apply: Send application, resume, cover letter and reference list with three (3) professional references to Kim Rodriguez, Division Director, Staff Services Job Posting #17, Gwinnett County Public Library, 1001 Lawrenceville Hwy, Lawrenceville, GA 30045-4707. Applications are available at all Gwinnett County Public Library branches & at www.gwinnettpub.org. DEADLINE: Application materials must be postmarked, emailed or hand delivered to the administration office before 4:30 pm March 23, 2007. Please direct questions to Staff Services 770-822-5323. EOE.

ACCOUNTING CLERK
Tucker Company seeks Accounting Clerk to assist in Bookkeeping and other areas. Monday-Friday, company paid Benefits. Fax resume to: 770-939-9970

ACCOUNTING
Company in Social Circle, GA seeks an Account Manager to prepare all financial and mgmt. accounts, responsible for all cash accounts, banking procedures and cash/bank reconciliation; responsible for all account ledgers, petty cash analysis, payroll preparation, budgeting, revenue, and costing. 40hrs/wk, 9am-6pm, \$30,000/yr, 2 yr college deg. in business or accounting & 2 yrs exp. in the job offered or in accounting required. Fax resume to: (484)270-1615 or mail to Attn: P-05018-30659BEvs, Backlog Elimination, Cir., ETA D.V. of Foreign Language Cert., 1 Belmont Ave, Ste. 220, Bala Cynwyd, PA 19004

ACCOUNTING
Corporate Technical Accounting Manager
6 to 8 yrs. public accounting exp. Tax, foreign entity, stock, multi-company consolidation, complex debt structure, exp. req. Responsible for timely consolidation of financial reporting in compliance with current GAAP & credit agreements. ERP & accounting for a manufacturing operation. plus. Salary commensurate based on exp. & qualifications for position. Send resume to: Dr. or H.R., Augusta Sports- wear, PO Box 1493, Augusta, GA 30919. Fax 706-668-5672 EOE: DTR

ACCOUNTING CPA needed at busy Roswell real estate firm for reconciling bank accounts and tax planning. Must be proficient in QB and preparing financials and have excellent ability to prioritize and meet deadlines. Excellent growth opportunity! Competitive salary and benefits. Please email resume to info@soldsource Realty.com resume@soldsource Realty.com

ACCOUNTING
FIELD COST ACCOUNTANT
WRS has immed. oppty. Construction related on-site field acctg skills reqd. Daily cost tracking, budgeting, P&L report prep and Excel proficiency. Timberline exp a + 100% travel in SE & NE states. Learn more or apply online at www.wrsle.com. EOE Drug Free Workplace.

ACCOUNTING GA Public Broadcasting has an immediate opening for an Acct. Exec. in Atl. GA. This is a full time pos. that will be paid through a combination of base salary and commission. For details please visit: www.gpb.org Exc. Benefits. Applicants forward resume, letter of interest, and three references to: H.R. Office, GA Public Broadcasting, 260 14th Street, NW Atl. GA 30318-5360 Or jobs@gpb.org

ACCOUNTING
Now Hiring!!
Due to our company's continuing growth, we have an opportunity for an Accounts Receivables Assistant. Please visit our career website at jobs.pbp1.com for details. EOE

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account reconciliations
• Prepare Journal entries
• Accurate and timely preparation & payment of VAT returns;
• Various technical and administrative tasks

This position will also be responsible for certain customer order and invoicing responsibilities.

Successful candidates will have 3+ years experience as a Staff Accountant, a Bachelors Degree in accounting, and be success-driven. Manufacturing experience a plus.

REQUIREMENTS:
3+ years experience in G/L Journal Entries and account reconciliation. Advanced skills in Microsoft software packages such as Excel, Word, and Outlook. Strong verbal and written communication skills and professional attitude and demeanor. Ability to speak and/or read German and/or French a plus. Please forward resume via email to:

jobs@celonova.com
or via facsimile to 770-502-0773.

ACCOUNTING Tax Manager

Privately owned multi state firm headquartered in Atlanta has an immediate opening for Accountant with partnership, accounting and tax experience. Accounting or finance degree required with CPA designation and 5 to 8 years of federal and state tax compliance experience preferably in a public accounting firm.

Job responsibilities include multi company tax planning, research and compliance, cash flow analysis and projections, monitoring limited liability company agreements and maintaining partnership capital accounts, preparation of financial statements, preparation of estimated tax payments and related distributions to members, investment analysis and special projects related to special entity tax planning, financial modeling and structuring.

Individual should have a strong work ethic, strong quantitative and analytical skills, with accuracy and unwavering attention to detail.

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ACTIVIST
CAMPAIGN JOBS
Take Back The White House \$1200-\$2000/month
It's never too early. Work for GrassRoots Campaigns, Inc. To build the National Democratic Party for the 2008 election and beyond. Full time position. Career. Pat at 404-454-4336

No phone calls, please, EOE

Strayer University

ADMINISTRATIVE Alpharetta Insurance Co. seeks bi-lingual (English/Spanish) Receptionist/Claims Asst. to answer multiple phone and assist claims adjusters with administrative tasks re: claims handling. Should possess strong written/verbal skills; be computer literate in Word and Excel. Competitive salary and benefits. kknowledge@strayerclaims.com

ADMINISTRATIVE Assist executive/proposals/marketing/website/projects. Intern sustainable architect. Writing, MS Office, InDesign, Dreamweaver, phone, organize, 1-3 yrs exp. ade@thepepangroup.com

ADMINISTRATIVE Aviation Distribution Co. In Norcross seeking administrative assistant. Candidate should have strong communication skills, written and verbal. Proficient use of computers and office software. Must be able to work in a fast paced environment. Fax resume 770-849-0355 jobs@globalaviation.aero

ADMINISTRATIVE Bilingual (Span/Eng) receptionist for Atlanta law firm. Fax resume to ARB at

800-529-3477

ADMINISTRATIVE Bilingual (Span/Eng) Assistant for law firm. Involves case management. Will train. Fax ADB at 404-965-1977

ADMINISTRATIVE Clerical
Mid-size Buckhead law firm seeks administrative assistant with general office experience. Must be detail oriented with excellent organizational and people skills required. Fax resume to Hiring Coordinator, 404-365-4534

ADMINISTRATIVE Exec. Director of Community Design Center of Atlanta, 25 yrs of non-profit planning, architecture and capacity building. Mission: improve low-income and minority neighborhoods thru community involvement, land planning and design. \$55,000 + H. benefit. Resume to Chair search committee cdclatlana@bellsouth.com

770-650-3030. No phone calls, please, EOE

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Position #07

For specific information, consult our web site: www.gpc.edu/Emp or call the Jobline at: (678) 81-AA/EOE/ADA

ADMINISTRATIVE Large Buckhead church seeking Administrative position with great national & communal experience with Wo Outlook & Publisher. candidates please fax your resume to 404-21

ADMINISTRATIVE


SECRETARY

Church Membership - Responsibilities incl input and clerical support. MUST have experience working with either Shelby church software (to be tested), same and salary req to Personnel Director side United Methodist at 404-355-0478.

ADMINISTRATIVE

Medical/Chiropractic Wanted: Chiropractic for a growing, non-s natural health clinic, energetic, enthusiastic and outgoing! send resume to achiropractic@yahoo.com

ADMINISTRATIVE Mated in the Fulton I seeks a highly skilled p handle Order Entry/EC duties. Must have computer skills, excellent phone voice and be able to handle multiple tasks a the ability to identify a problems. manyocotilla@contaimercomponents.com



Love who you do.

HCR Manor Care Marietta, a leader in rehabilitation and post acute care, is seeking the following professional to join our team:

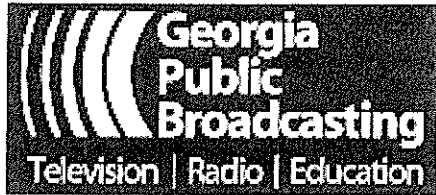
BUSINESS OFFICE MANAGER

The ideal candidate will have extensive healthcare accounts receivable collection experience. Must have good customer service skills and supervisory skills in order to manage office staff. Experience with Long Term Care, Medicaid and Medicare billing and insurance required. Vocational education or prior on-the-job training in business operations, preferred. Benefits include Medical, Dental, Vision and 401(k)!

For more detailed information, please contact us at: HCR Manor Care of Marietta, 4360 Johnson Ferry Place, Marietta, GA 30068. Fax: (770) 509-6520. Email: 429-HR@hcr-manorcare.com or apply online at: www.hcr-manorcare.com. EEO/Drug-Free Employer.

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Job Announcement

Web Content Editor (Part – Time)

Candidate Qualifications:

- HTML and CSS experience preferred.
- Familiarity working with JavaScript.
- Knowledge of, or familiarity working with XML and XSLT coding.
- Familiar with editing images using Adobe Illustrator or Photoshop.
- PHP or Ruby on Rails experiences a plus.

Responsibilities:

- Responsible for day-to-day operation of web site ensuring reliability and consistency of content.
- Manipulation of rich-media into formats suitable for web distribution.
- Implements web technology for creating, maintaining and improving the GPB website.

Salary:

\$10.00 - \$12.00 Per Hour Based On Experience.

TO APPLY:

SEND One Page Letter of Interest, Up-To-Date Resume, And Two References ELECTRONICALLY TO jobs@gpb.org BY April 2, 2007

NOTE: INDICATE JOB NAME and RECRUITMENT NUMBER
IN SUBJECT LINE OF YOUR EMAIL.

Human Resources Office, 260 14th Street, NW, Atlanta, Georgia 30318
Georgia Public Broadcasting is an Equal Opportunity Employer.

DATED POSTED: March 20, 2007

RECRUITMENT NUMBER: C-7-07

RECRUITMENT TIME TABLE

JOB #

C-7-07

JOB NAME:

Web Content Editor
(Part-time)

Source/Activity

Phone

Fax

Response

Target
Completion/ Date

Internal Email

3/20/07

Job Line

GPB Web Site

3/20/07

Monster

3/20/07

AJC

3/20/07

Close Date April 2, 2007

Offer Request

Hire Date

From: NaKiesha Payton
To: MacCartney, Andrew
Date: 3/20/2007 2:07 PM
Subject: Re: Resources C-7-07

Thanks

Nakiesha M. Payton
Human Resources Generalist
Georgia Public Broadcasting
260 14th Street N.W.
Atlanta, GA 30318
phone:404-685-2634
fax:404-685-2403

>>> Andrew MacCartney 3/20/2007 10:34 AM >>>
Ajc and Monster will do.

Thanks,

Andrew

Andrew MacCartney
Information Technology
Georgia Public Broadcasting
amaccartney@gpb.org
404-685-2612

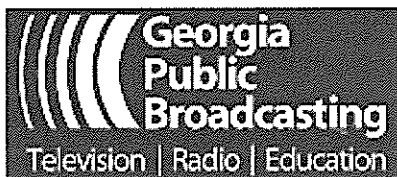
>>> NaKiesha Payton 3/20/2007 9:58 AM >>>
Hey Andrew,

Do you have any web sites or newspapers that you would like the **Web Content Editor** position posted. In the past, we have posted positions in the technology industry on Monster.com which sends the announcement to all of the colleges and universities in the state of Georgia.

Just let me know and I will post the position ASAP.

Thanks, Nakiesha

Nakiesha M. Payton
Human Resources Generalist
Georgia Public Broadcasting
260 14th Street N.W.
Atlanta, GA 30318
phone:404-685-2634
fax:404-685-2403



Job Announcement

Web Content Editor (Part – Time)

Candidate Qualifications:

- HTML and CSS experience preferred.
- Familiarity working with JavaScript.
- Knowledge of, or familiarity working with XML and XSLT coding.
- Familiar with editing images using Adobe Illustrator or Photoshop.
- PHP or Ruby on Rails experiences a plus.

Responsibilities:

- Responsible for day-to-day operation of web site ensuring reliability and consistency of content.
- Manipulation of rich-media into formats suitable for web distribution.
- Implements web technology for creating, maintaining and improving the GPB website.

Salary:

\$10.00 - \$12.00 Per Hour Based On Experience.

TO APPLY:

SEND One Page Letter of Interest, Up-To-Date Resume, And Two References ELECTRONICALLY TO jobs@gpb.org BY April 2, 2007

NOTE: INDICATE JOB NAME and RECRUITMENT NUMBER
IN SUBJECT LINE OF YOUR EMAIL.

Human Resources Office, 260 14th Street, NW, Atlanta, Georgia 30318
Georgia Public Broadcasting is an Equal Opportunity Employer.

DATED POSTED: March 20, 2007

RECRUITMENT NUMBER: C-7-07

From: Veronica Pemberton-Daniels
To: All GPB
Date: 3/20/2007 9:40 AM
Subject: Job Announcement C-7-07
Attachments: Web Content Editor PT Job 07.doc

Please distribute the attached job announcement to interested applicants and employees.

The Close Date is April 2, 2007.

Thank You.

Veronica Pemberton Daniels
Georgia Public Broadcasting
Human Resources Specialist
Phone: 404-685-2663
Fax: 404-685-2403
Email: vdaniels@gpb.org
Website: www.gpb.org



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Job Title: Computer/IT

Purchase Date: 03/20/07

Expiration Date: 03/25/07

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The Credit Card below will be charged \$ 566.58

Name on Credit Card: Nakiesha M. Payton

Type of Card: VISA

Credit Card Number: XXXXXXXXXXXX4372

Expiration Date: 05/08

Billing Address: 260 14th Street NW

City: Atlanta

State: Georgia

Zip: 30318

Country: United States

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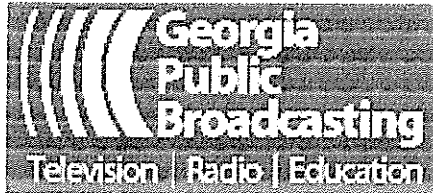
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Job Announcement

Member & Audience Services Associate

Candidate Qualifications:

- High School diploma or GED required.
- Six months to one year experience in customer service, data entry or clerical work or a related field required.
- Proficiency at Microsoft Word, Excel and Access or other data base programs required.
- Preference will be given to candidates who have completed an approved program of coursework in customer service.

Job Responsibilities Include:

- Serves as the primary contact to respond and resolve incoming calls and inquiries to customer service hotline regarding membership and programming.
- Maintains records of membership and programming activities including account updates and corrections, contribution and refund requests, and other member service functions utilizing fundraising database to record all calls, written correspondence via mail or internet, and face-to-face interaction with members and audience for reporting purposes.
- Researches necessary information for members and audiences utilizing varied available resources that range from manual reports, programming databases, PBS & NPR websites and system intranets, and the world wide web.
- Performs various administrative duties as needed.

We Offer:

- Paid holidays, vacation and sick leave, retirement plans
- Pre-tax benefits for health, dental, visual, life and accidental insurance
- Health and child care spending accounts
- Disability insurance
- Opportunities for training and professional development

To Apply:

- Send Resume, letter of interest, three letters of reference. Submit application materials by April 9, 2007.

Minimum Salary \$ 25,000.

To Apply

Email Resume to hr@gbpb.org or Mail Resume to H. R. Office,
260 14th Street, NW, Atlanta, Georgia 30318
Georgia Public Broadcasting is an Equal Opportunity Employer.

DATED POSTED: March 26, 2007

RECRUITMENT NUMBER: C-8-2007

RECRUITMENT TIME TABLE

JOB #

C-8-07

JOB NAME:

Member + Audience Service Associate

Source/Activity

Phone

Fax

Response

Target
Completion/ Date

Internal Email

3-26-07

Job Line

GPB Web Site

3-26-07

Foundation Center.org

4/2/07

Idealist.org

4/2/07

AJC

monstertrails

Close Date

4-9-07

Offer Request

Hire Date

C-8-07

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PRINT-FRIENDLY VERSION

Print

Invoice Number 161617

Posted April 02, 2007 by Nakiesha

GPB -Georgia Public Broadcasting
260 14th Street NWAtlanta Georgia 30318
Attn: Nakiesha M. Payton HR Generalist
Phone: 404-685-2634

Type	Name	Quantity	Price
Job	Member & Audience Service Associate	1	\$50.00
Total due			\$50

Payment is due upon receipt. If payment is not received by our office within 45 days from the date of this posting or any older invoice, your account will be locked from any further activity.

Please make your check or money order payable to **Action Without Borders** and send it - with a reference to this invoice number, please - to:

Action Without Borders
360 West 31st Street, suite 1510
New York, NY 10001

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This is how your posting will appear to job seekers. If all the information is correct, please press the **Confirm** button at the bottom of this page. Clicking on Confirm means that you agree to pay \$50 for your posting. Your invoice will then be generated automatically on the next screen.

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Member & Audience Service Associate

Salary: Minimum Salary \$ 25,000

Education: High school

Location: Atlanta, Georgia, 30318, United States

Posted by: GPB -Georgia Public Broadcasting

Job Category: Customer service

Type: Full time

Language(s): English

Last day to apply: April 9, 2007

Area of Focus: Foundations, Fundraising, and Philanthropy

Description:

Candidate Qualifications:

- High School diploma or GED required.
- Six months to one year experience in customer service, data entry or clerical work or a related field required.
- Proficiency at Microsoft Word, Excel and Access or other data base programs required.
- Preference will be given to candidates who have completed an approved program of coursework in customer service.

Job Responsibilities Include:

- Serves as the primary contact to respond and resolve incoming calls and inquiries to customer service hotline regarding membership and programming.
- Maintains records of membership and programming activities including account updates and corrections, contribution and refund requests, and other member service functions utilizing fundraising database to record all calls, written correspondence via mail or internet, and face-to-face interaction with members and audience for reporting purposes.
- Researches necessary information for members and audiences utilizing varied available resources that range from manual reports, programming databases, PBS & NPR websites and system intranets, and the world wide web.
- Performs various administrative duties as needed.

We Offer:

- Paid holidays, vacation and sick leave, retirement plans
- Pre-tax benefits for health, dental, visual, life and accidental insurance
- Health and child care spending accounts
- Disability insurance
- Opportunities for training and professional development

To Apply

Email Resume to jobs@gpb.org or Mail Resume to H. R. Office,
260 14th Street, NW, Atlanta, Georgia 30318
Georgia Public Broadcasting is an Equal Opportunity Employer.

DATED POSTED: March 26, 2007 RECRUITMENT NUMBER: C-8-2007


How to Apply:

To Apply:

- Send Resume, letter of interest, three letters of reference. Submit application materials by April 9, 2007.

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From: Veronica Pemberton-Daniels
To: All GPB
Date: 3/26/2007 3:51 PM
Subject: Job Announcement C-8-07
Attachments: Member Audience Services Associate JOB Mar 07.DOC

Please distribute the attached job announcement to interested employees and applicants.

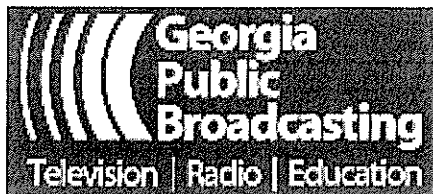
The close date for this job is April 9, 2007.

Thank You.

Veronica Pemberton Daniels
Georgia Public Broadcasting
Human Resources Specialist
Phone: 404-685-2663
Fax: 404-685-2403
Email: vdaniels@gpb.org
Website: www.gpb.org

From: Shelly-Ann D'Cunha
To: Pemberton-Daniels, Veronica
Date: 3/27/2007 2:57 PM
Subject: Fwd: Job Announcement C-8-07
Attachments: Job Announcement C-8-07

Hi Veronica,
The job has been posted.
Thanks,
Shelly-Ann
Web Team



Job Announcement

Radio Production Coordinator "Rome, Georgia"

Candidate Qualifications:

- Two (2) years of experience with radio production and studio management.
- Bachelor's degree in communications, broadcasting, or related field.
- Excellent writing and research skills.
- Experience with digital editing of audio programming and setting up sites for live recordings.
- Must be able to work without direct supervision and be able to adapt to a collaborative work style when required to work as a team member on projects.

Job Responsibilities Include:

- Provides technical and operational support for the radio bureau.
- Assists with the booking and scheduling of on-air guests, studio audiences, and coordinates with the local community for their participation in studio events.
- Conducts research on proposed program content and works with the Bureau Chief to ensure there's continuity in program concept and development.
- Operates production equipment. Operates audio board; sets up and takes program feeds from remote sites, satellite and internet connections.
- Develops and maintains program logs and coordinates with the Network Operations Manager.
- Assists the Bureau Chief with setting up community based programs, which promote Georgia Public Broadcasting within the local community.
- Performs general studio management functions.
- Manages all aspects of the administrative functions for the radio bureau, including material for the station's FCC files and reporting requirements for the FCC and CPB.
- Acts as an on-air board operator at specified periods of time.

We Offer:

- Paid holidays, vacation and sick leave, retirement plans
- Pre-tax benefits for health, dental, visual, life and accidental insurance
- Health and child care spending accounts and disability insurance
- Opportunities for training and professional development

DEADLINE:

Submit application materials by: May 4, 2007.

Salary Commensurate With Experience.

To Apply:

Email Resume, Letter of Interest and Three Work References to jobs@gpb.org or Mail Resume Package to
GPB, Human Resources Office, 260 14th Street, NW, Atlanta, Georgia 30318
Georgia Public Broadcasting is an Equal Opportunity Employer.

DATED POSTED: April 5, 2007

RECRUITMENT NUMBER: C-9-07

RECRUITMENT TIME TABLE

JOB #

C-9-07

JOB NAME:

Radio Production Coordinator

"Rome, Georgia"

<u>Source/Activity</u>	<u>Phone</u>	<u>Fax</u>	<u>Response</u>	<u>Target Completion/ Date</u>
Internal Email				4-5-07
Job Line				
GPB Web Site				4-5-07
Chattanooga News				4-9-07
Dalton Newspaper				4-9-07
Rome Paper				4-9-07
Shaner College				4-11-07
CPB				4-11-07
GAB				4-11-07
PRINDI				4-11-07
Opportunity Nocs				
Close Date				May 4, 2007
Offer Request				
Hire Date				

From: "Veronica Pemberton-Daniels" <vdaniels@gpb.org>
To: "NaKeisha Payton" <npayton@gpb.org>
Date: 4/5/2007 3:00 PM
Subject: C-9-07 ADVERTISEMENT LIST
Attachments: Radio Production Coordinator (Rome) April 2007.doc

CC: "Mel Jones" <mjones@gpb.org>

Please get with Cari Gervin to let her know this job has been posted. Ask her for suggestions on papers, etc.

Gervin phone 706-204-2276 and cell 706-372-5572

Let her know where we post and include:

Job Line

Website

Rome paper

✓ Dalton paper

✓ Chattanooga paper

Also follow up with Mel

Veronica Pemberton Daniels
Georgia Public Broadcasting
Human Resources Specialist
Phone: 404-685-2663
Fax: 404-685-2403
Email: vdaniels@gpb.org
Website: www.gpb.org

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Published: February 01, 2006 04:30 pm

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We will make every effort to confirm your ad via phone or e-mail and let you know the costs before the ad runs in the paper. When is the best time to contact you?

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Ga. Public Broadcasting has an immediate opening for a Radio Production Coordinator in Rome, GA. Two yrs. of exp. with radio prod. and studio management. Bachelor's degree in communications, broadcasting, or related field. Exc. writing and research skills. Exp. with digital editing of audio programming and setting up sites for live recordings. Must be able to work without direct supervision and be able to adapt to a collaborative work style when req. to work as a team member on projects. Exc. Benefits. For detailed job description please visit www.gpb.org.

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Start Date (mm/dd/yy): 04/09/07

Stop Date (mm/dd/yy): 05/05/07

Number of Days Ordered (if known) :

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ITALIC and **BOLD** text available at an additional charge of \$3.00/line. To request these, let us know by filling in the special instructions below.

Ga. Public Broadcasting has an immediate opening for a Radio Production Coordinator in Rome, GA. Two yrs. of exp. with radio prod. and studio management. Bachelor's degree in communications, broadcasting, or related field. Exc. writing and research skills. Exp. with digital editing of audio programming and setting up sites for live recordings. Must be

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From: Mel Jones
To: npayton@gpb.org
Date: 4/10/2007 5:22 AM
Subject: Fwd: C-9-07 ADVERTISEMENT LIST
Attachments: C-9-07 ADVERTISEMENT LIST

CC: danielsv@gpb.org

NaKiesha,

Please make sure we place it with CPB, GAB, PRNDI, and Shorter College. We'll get with St. John this afternoon to see if he and Susanna have some other places.

Thanks

Mel

Mel Jones, Director of Human Resources
Georgia Public Broadcasting
Telephone (404) 685-2637
Fax (404) 685-2403

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Please review your entry. CPB is not responsible for the accuracy of the information in the job announcements or for any aspect of the hiring process for non-CPB job announcements.

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Radio Production Coordinator C-9-07

Georgia Public Broadcasting

Candidate Qualifications:

- Two (2) years of experience with radio production and studio management.
- Bachelor's degree in communications, broadcasting, or related field.
- Excellent writing and research skills.
- Experience with digital editing of audio programming and setting up sites for live recordings.
- Must be able to work without direct

Position Summary

Field

Radio

Job Status

Full time

Date Posted

April 11, 2007

Deadline

May 4, 2007

Location

Atlanta, Georgia

Web Site

<http://www.gpb.org>

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supervision and be able to adapt to a collaborative work style when required to work as a team member on projects.

Job Responsibilities Include:

- Provides technical and operational support for the radio bureau.
- Assists with the booking and scheduling of on-air guests, studio audiences, and coordinates with the local community for their participation in studio events.
- Conducts research on proposed program content and works with the Bureau Chief to ensure there's continuity in program concept and development.
- Operates production equipment. Operates audio board; sets up and takes program feeds from remote sites, satellite and internet connections.
- Develops and maintains program logs and coordinates with the Network Operations Manager.
- Assists the Bureau Chief with setting up community based programs, which promote Georgia Public Broadcasting within the local community.
- Performs general studio management functions.
- Manages all aspects of the administrative

accuracy of the information in the job announcements or for any aspect of the hiring process for non-CPB job announcements in the Jobline.

functions for the radio bureau, including material for the station's FCC files and reporting requirements for the FCC and CPB.

- Acts as an on-air board operator at specified periods of time.

We Offer:

- Paid holidays, vacation and sick leave, retirement plans
- Pre-tax benefits for health, dental, visual, life and accidental insurance
- Health and child care spending accounts and disability insurance
- Opportunities for training and professional development

DEADLINE:

Submit application materials by: May 4, 2007.

Salary Commensurate With Experience.

To Apply:

Email Resume. Letter of Interest and Three Work References to jobs@gpb.org or Mail Resume Package to GPB, Human Resources Office, 260 14th Street, NW, Atlanta, Georgia 30318

Georgia Public Broadcasting is an Equal Opportunity Employer.

DATED POSTED: April 5, 2007 RECRUITMENT
NUMBER: C-9-07

Send application materials to:

**Email Resume. Letter of Interest and
Three Work References to jobs@gpb.org
or Mail Resume Package to GPB, Human
Resources Office, 260 14th Street, NW,
Atlanta, Georgia 30318**

**Georgia Public Broadcasting is an Equal
Opportunity Employer.**

Email

npayton@gpb.org

Fax

404-685-2403

**ADVERTISING
INVOICE/STATEMENT**

Chattanooga Times Free Press
400 E 11th St
Chattanooga, TN 37403
(423) 756-6900

4 BILLING DATE	6 TERMS OF PAYMENT	3 INVOICE NUMBER	PAGE
04/30/07	05/10/07	1556693	1
9 ADVERTISER/CLIENT NAME			

GEORGIA PUBLIC BROADCASTING
260 14TH STREET
ATLANTA GA 30318

7 BILLED ACCOUNT NUMBER	8 ADV/CLIENT NUMBER
2361491	
5 BILLING PERIOD	
04/01/07 04/30/07	
ADVERTISING DEPARTMENT	
Classified Adv	

10 DATE	12 13 14	DESCRIPTION	CLASS/TYPE	15 DIMENSIONS	16 TIMES	17 BILLED UNITS	U/M	18 RATE	19 AMOUNT
03/31/07		BALANCE FORWARD							0.00
04/09/07		Payment On Account							490.72CR
04/11/07		Radio- GA Public Bro 245		1x33.00	1	33.00li		3.580	118.14
		Radio- GA Public Bro		1x33.00	1	33.00li			25.00
		Radio- GA Public Bro		1x33.00	1	33.00li		8.260	272.58
		Radio- GA Public Bro		1x33.00	1	33.00li		.000	0.00
		Personal Recruiter			1				10.00
		Top Jobs - Web			1				65.00

FINANCE

MAY 04 2007

ADMIN SERVICES

Gwen
5/4/07
(4)

24	AGING				21	AMOUNT
	MARCH	FEBRUARY	JANUARY	OVER 3 MONTHS		0.00
	0.00	0.00	0.00	0.00	25	PLEASE PAY TOTAL AMOUNT DUE 0.00

To make a payment call 423-757-6355 or 423-757-6235. For all other billing questions call 757-6882 or 757-6621.

REMIT TO
Chattanooga Times Free Press
PO Box 1447
Chattanooga TN 37401
Classified Adv

27 BILLED ACCOUNT NAME
GEORGIA PUBLIC BROADCASTING

26 BILLED ACCOUNT NO.	4 BILLING DATE	3 INVOICE NO.	25 TOTAL AMOUNT DUE
2361491	04/30/07	1556693	0.00

PLEASE DETACH AND RETURN
THIS PORTION WITH YOUR
PAYMENT

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Needed.
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37 ext 2237
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ASSISTANT
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Must have neat
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3: 423-697-6199

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online at:
mesinc.com
7) 943-7642

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TTN: Elizabeth

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P.O. Box 945,
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JOBS.com

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TANT Great envi-
Hours: 8:30 - 5
sk exp. 320-1991

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6-499-3242;
en@nhhcc.org

PN 3-11

INVITED!
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876-2961
EOE

STANT Experienced
n assistant/techni-
d. Dalton, GA loca-
it be flexible w/
Fax resumes to
72

228

Medical

Full Time, night shift position
with the Mobile Crisis Re-
sponse Team. Master's De-
gree in counseling, psychol-
ogy or social work required.
Candidates with a bachelor's
degree and at least one year
experience working with in-
dividuals with mental illness
will be considered. Duties in-
clude providing assessment
and referrals for individuals
with a mental health crisis to
include alcohol & drug addic-
tions.

Competitive salaries and
excellent benefits. Please
send resume or apply:
Johnson Mental Health
Center
420 Bell Avenue
PO Box 4028
Chattanooga, TN 37405

EQUAL OPPORTUNITY
EMPLOYER

229

Management

**TITLE LENDING
MANAGEMENT TRAINEE**
Up to \$40K per year.
Major benefits including: Health
Care Reimbursement, Com-
pany Matched 401K and Paid
Time Off.
Seeking motivated professionals
with collections experience in
title lending, payday advance,
rent-to-own and/or consumer
lending. Successful work his-
tory and valid drivers license
required. Credit, motor vehicle
records and criminal back-
ground checks conducted on
all candidates upon hire.
Contact Deston at
423-504-8578

231

Motel/Hotel

Front Desk Clerk- Full Time
position for evenings/weekends.
Applicants must have an out-
going personality, excellent
communications skills, be ser-
vice oriented-front desk expe-
rience and computer skills are
a plus. Fax or email resumes
to - 4 2 3 - 6 4 8 - 7 8 0 6
app@stonefortinn.com

Night Auditor, Front Desk
& Housekeeping. Experienced.
Apply in person Comfort
Inn&Suites 6710 Ringgold Rd.

**DESK CLERKS & HOUSE-
KEEPERS** Needed. Evening
and night shifts. Apply in per-
son at Howard Johnson Plaza
Hotel, I-75 at Ringgold Rd.

FRONT DESK CLERK Needed.
Experience. Excellent pay.
Apply Econolodge I-24, Ext175

FRONT DESK Full time 1st
& 2nd shift. Apply in person.
No Phone calls. Holiday Inn
Hotel & Suites 2345 Shallow-
ford Village Dr

FRONT DESK PERSON
Must have experience.
Apply at Windgate Inn
7312 Shallowford Rd
Chattanooga, TN 893-7400

**Write your ad to appeal to
your reader's
wants and emotional
needs/ego cravings.**

FRONT DESK SUPERVISOR
F/T experienced
person needed. Apply at Micro-
tel Inn 7014 McCutcheon Rd.

HOUSEKEEPERS Needed. Day
Shift. Great pay. Apply in per-
son at Holiday Inn Express,
3710 Modern Industries Pkwy.

231

Motel/Hotel

**Now Hiring
Maintenance &
House Man &
Housekeeping**
Apply in person at
7013 Shallowford Rd.
Chattanooga, TN 37421
EOE-AA
A Drug Free Workplace
apply online at
www.hiltonfamilyjobs.com

**Sheraton Read
House Hotel**
is looking for a qualified
Housekeeping Inspector.
Previous experience
required. Please apply at
Sheraton Read House Hotel
827 Broad ST.
No phone call, please.

234

Part-Time

Chattanooga Times Free Press

DELIVERY DRIVER
Part-time opportunity avail-
able to earn extra income
distributing magazines on a
monthly basis. Knowledge of
TN & GA area required. In-
surance, reliable transporta-
tion, & good driving record
are musts. Fax resume to:
423-668-5038 or call
423-757-6453.
Equal Opportunity Employer

Classified...
Keeps readers
coming back
day after day.

Sales- Pet Food Demonstrators
needed for long term, wknds
only sales position. Depend-
able animal lovers please
email ashley@qplonline.com

239

Position Wanted

CAREGIVER - difficult health
problems? Call Henry. Feel 1000
times better 423-949-4929

Looking for positions doing odd
jobs; lawn care, house clean-
ing, painting, etc... 760-2139

245

Professionals

Radio-
GA Public Broadcasting has an
immediate opening for a
Radio Production Coordinator
in Rome, GA. Two yrs. of exp.
with radio production and
studio management.
Bachelor's degree in
communications,
broadcasting, or related field.
Excellent writing and research
skills. Exp. with digital editing
of audio programming and
setting up sites for live
recordings. Must be able to
work without direct
supervision and be able to
adapt to a collaborative work
style when req. to work as a
team member on projects.
Excellent Benefits. For
detailed job description please
visit www.gpb.org. Applicants
forward resume, letter of
interest, and three references
by May 4, 2007 to: H.R. Office,
GA Public Broadcasting, 260
14th Street, NW Atl. GA
30318-5360 Or jobs@gpb.org.
RECRUITMENT NUMBER:
C-9-07 Georgia Public
Broadcasting is an Equal
Opportunity Employer

245

Professionals

**WHAT COULD YOU DO
FOR A CHILD?**
Omni Visions is seeking
individuals interested in
opening their home to a
special needs child. Must
have adequate space, a
desire to work with
emotionally damaged
children, and be a TN
resident. Excellent support
and compensation provided.
New training starts
in Cleveland mid-May. Call
for more info: #493-8882

247

Retail Stores

MERCHANDISER
RSA seeks FT & PT
merchandisers to service
supermarkets. Exp preferred,
Travel req. Competitive
Salary, benefits, mileage. Call
(800) 363-1277 x212. EOE

248

Restaurant/ Food Service

Cook or Server needed for
Huddle House
Hixson 877-2447/ Brainerd
499-2447. 1pm-3pm only

FOOD SERVICE
HOST & SERVER & Busser
Full Time - The Boat House
Apply @ 1011 Riverside Dr.

Manager wanted experienced,
energetic. Great opportunity
with competitive wages and
flexible hrs. Become part of a
winning team. Please fax re-
sume to: 423-245-7762

248

Restaurant/ Food Service

Restaurant- Quiznos Sub in Ft.
Oglethorpe Day and evening
positions available. Apply at
107 Crye Leike Drive (across
from Wal-Mart near Verizon) in
Ft. Oglethorpe.

Public Service Message
It's illegal for companies doing
business by phone to promise
you a loan and ask you to pay
for it before they deliver. For
free information about avoiding
advance fee loan scams, write
to the Federal Trade Commis-
sion, Washington D.C., 20580,
or call the National Fraud Infor-
mation Center, 1-800-876-7060

Now Hiring Crew!



- Medical Insurance Available
- Paid Vacation/ 401(k)
- Discount Meals/ Flexible hours
- Great Training/ Advancement

**Please apply in person at
any of the Chattanooga
locations:
EOE**

ROB'S RESTAURANT Now hir-
ing for all positions. Experi-
enced. Apply Mon. - Sat.,
3-5pm at 5308 Dayton Blvd.

228

Medical

Rehabilitation Dept. Opening

Standifer Place has the following openings
in their Rehab Dept. Full-time PT, PRN
PT, PRN PTA and PRN OTR. Will
consider new grads. For more information
call Kent Silvey, Director, 423-490-2248
Fax resume to 423-490-2161
or apply in person at
2626 Walker Road, Chattanooga.
EOE

228

Medical

Open Arms Care Ooltewah, TN

Immediate Openings for the following positions:

Full Time LPN 3pm-11pm
PRN LPN's 7am-3pm
(Weekends) 3pm-11pm

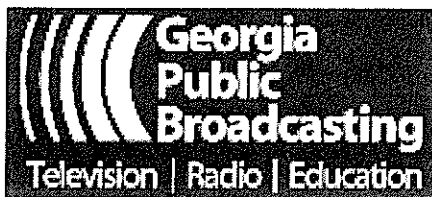
Current TN State License and CPR Certification
required. Starting Salary \$16/hr and up with
excellent benefit options and growth opportunity

**Become part of an extraordinary team that
services those with developmental challenges**

223

General Help Wanted

**FACILITY MANAGEMENT AND
MAINTENANCE**



Job Announcement

Accounting Technician (Payables) INTERNAL RECRUITMENT (ONLY)

*This position is open to all current full and part-time employees and current contract and vendor employees with Georgia Public Broadcasting.

Candidate Qualifications:

- Associate's degree in Accounting, Finance, or related field required.
- One year of clerical experience in accounting, payroll, or related field required.
- PeopleSoft experience on accounts payable module preferred.
- Experience with Word and Excel.

Job Responsibilities Include:

- Processes into the Accounting System source documents such as accounting reports, spreadsheets, purchase orders, use slips, receiving reports, contracts, invoices, recurring expenses and payments.
- Maintains accounting files.
- Audits and reviews various invoices, bills, travel reimbursement requests and other requests for payments for accuracy, completeness and proper coding.
- Works with Budget to clear expense/budget errors.
- Coordinates, schedules and processes check runs.

We Offer:

- Paid holidays, vacation and sick leave, retirement plans
- Pre-tax benefits for health, dental, visual, life and accidental insurance
- Health and child care spending accounts
- Disability insurance
- Opportunities for training and professional development

To Apply:

- Send Resume, letter of interest, and three work related references by May 1, 2007.

Salary Dependent Upon Experience.

To Apply



Email Resume to jobs@gpb.org or Mail Resume to Human Resources Office,
260 14th Street, NW, Atlanta, Georgia 30318
Georgia Public Broadcasting is an Equal Opportunity Employer.